

JOB DESCRIPTION

Secretary

The goal of this position is to serve as the Borough of Mayfield Secretary providing administrative support to Borough Council.

Duties involve the following:

Attend all meetings of the Council and maintain full minutes of its proceedings.

Record or transcribe the bylaws, rules, regulations, resolutions, and ordinances of the Borough relating to typewritten, printed, photocopied, microfilmed and electronically or digitally stored records valid and recording or transcribing records.

Preserve the records and documents of the Borough, have custody of the corporate seal.

Certify copies of any book, paper, record, bylaw, rule, regulation, resolution, ordinance or proceeding of the Borough under the seal of the Borough.

Attest the execution of all instruments, record all ordinances and attest the same by the Secretary's signature and file of record proof of service of all notices required by law.

Inform Council and the public of all Borough meetings, including special meetings of Council.

Serve as the Open Records Administrator for the Borough.

Receive and distribute incoming mail and electronic mail and other material and maintain the filing system/databases.

Deposit receipts and maintain the various Borough accounts.

Pay invoices approved by Council.

Possess a valid PA Driver's License.

Possess abilities as noted under the Essential Function Statement noted below.

This Job Description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The employee will be required to follow any other job-related instructions and to perform any other job-related duties assigned to the Secretary.

ESSENTIAL FUNCTION STATEMENT

Ability to effectively present information orally and written to outside sources and respond to questions from Council, vendors, and the general public.

Ability to operate a motor vehicle.

Ability to plan, organize and carry out complex tasks with limited direction or supervision.

Possess effective interpersonal skills to interact with Council, officials, and the public particularly in regard to answering questions and proper disposition of problems.

Possess skills in the use of personal computers/laptops with a working knowledge of Microsoft Word and Excel programs.